


# Simple Cross-tabs Report



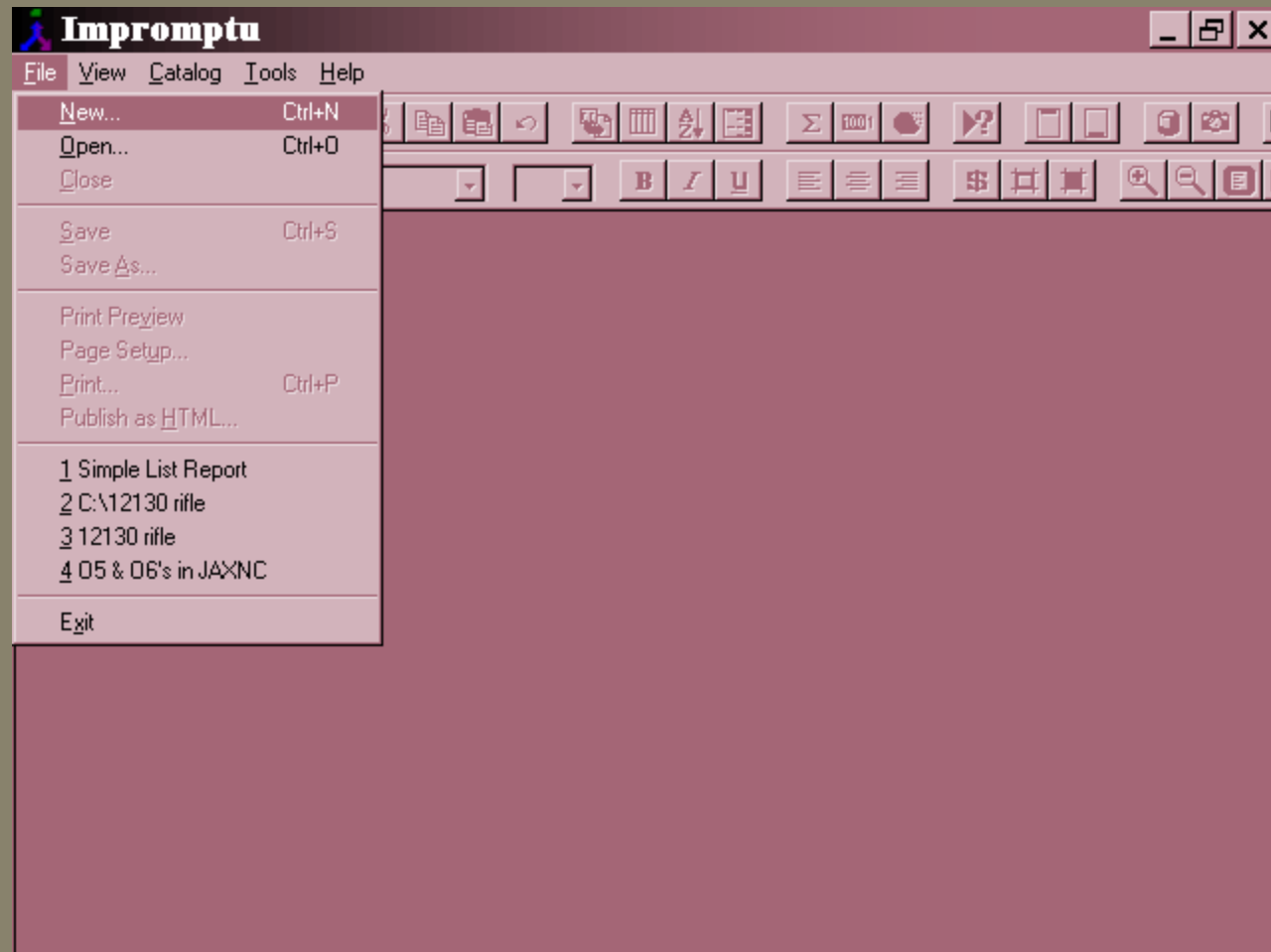
Step-By-Step



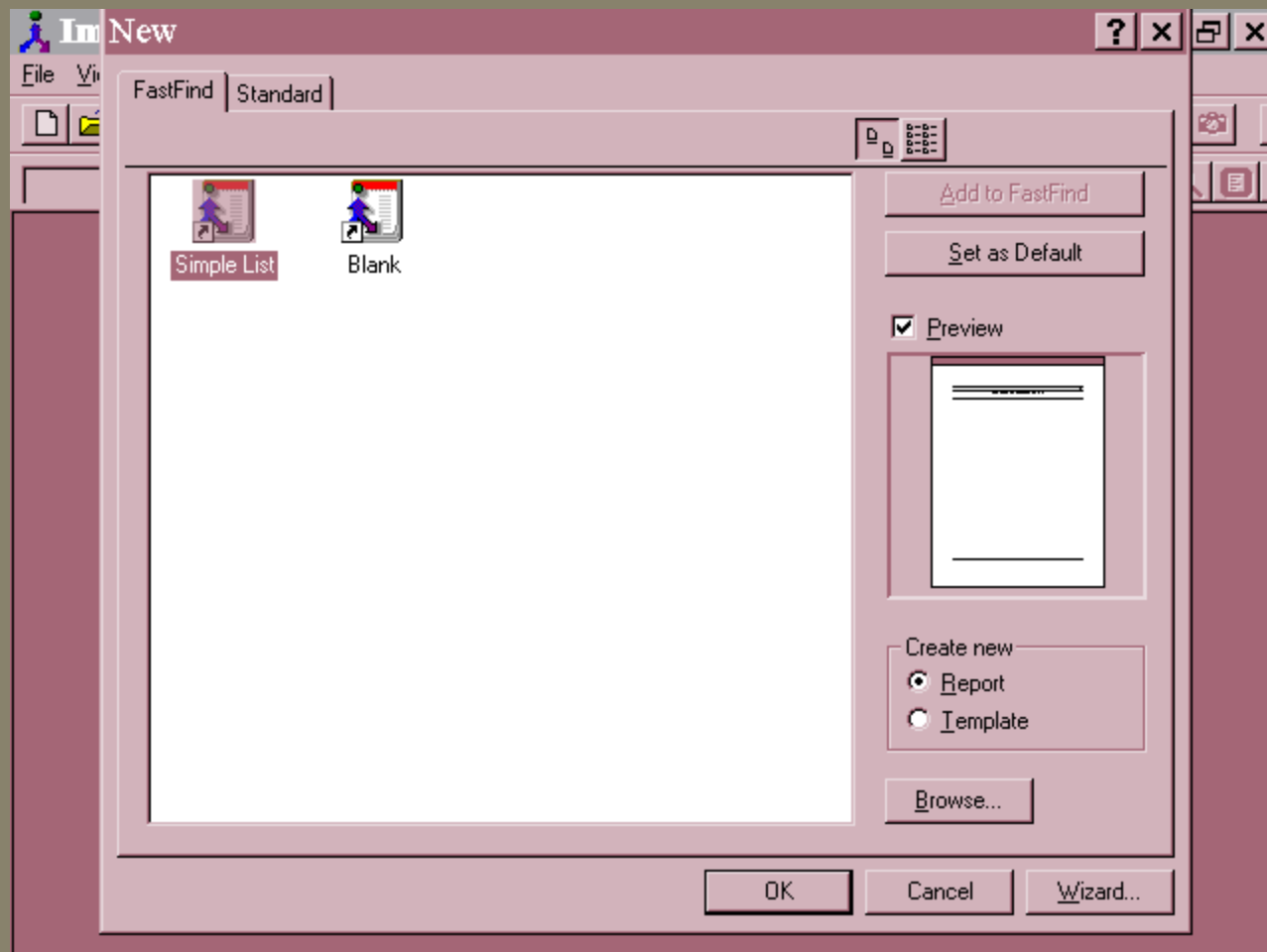
MISSION: You have just been  
tasked  
with providing a report for the  
members  
in RUC 00036, broken down by  
grade  
and race.

This handout will guide you  
through  
the steps required by ODSE, to

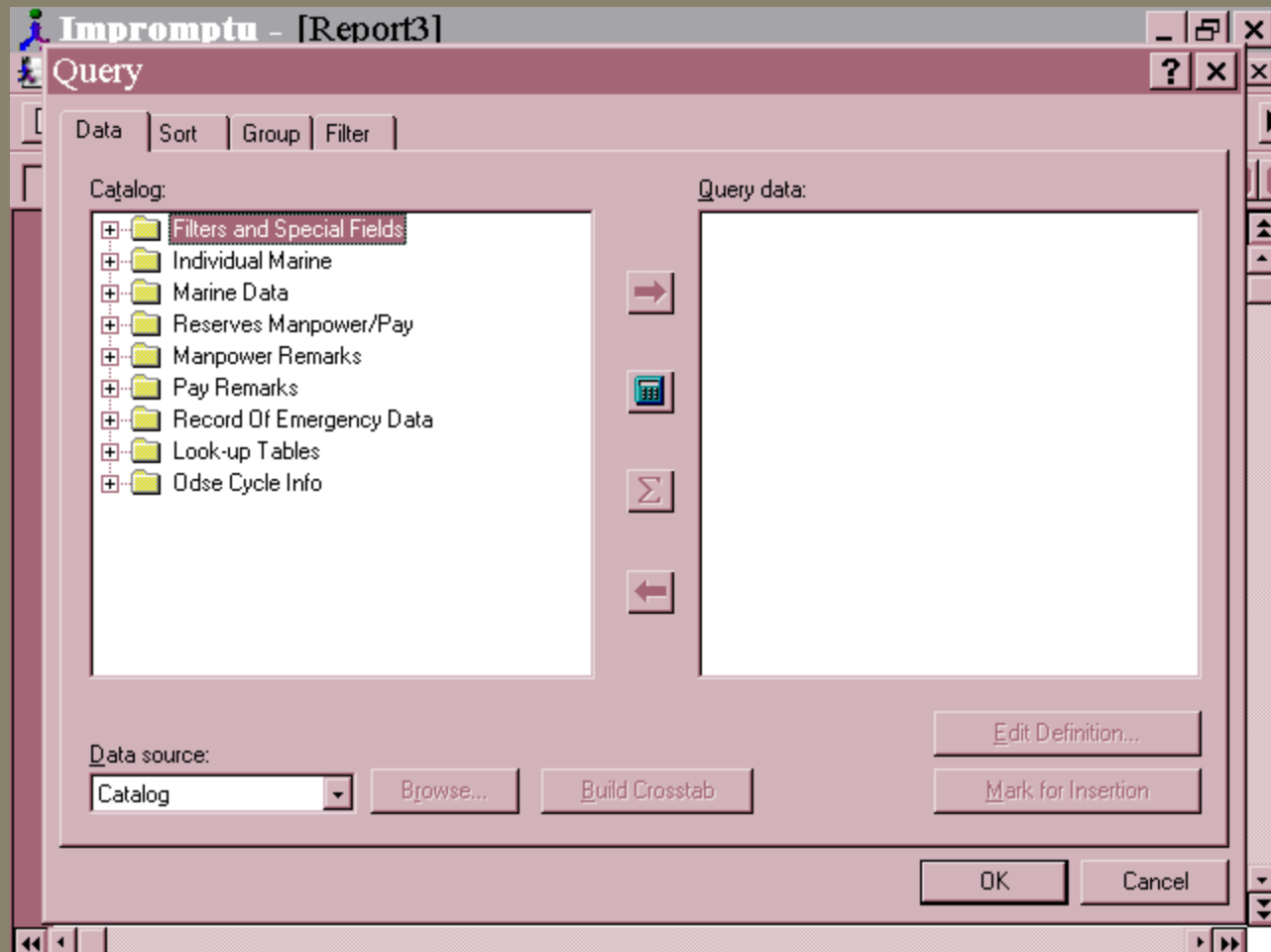
On your desktop, choose the icon for ODSE.  
This process is just like the SIMPLY LIST REPORT.  
select FILE → NEW



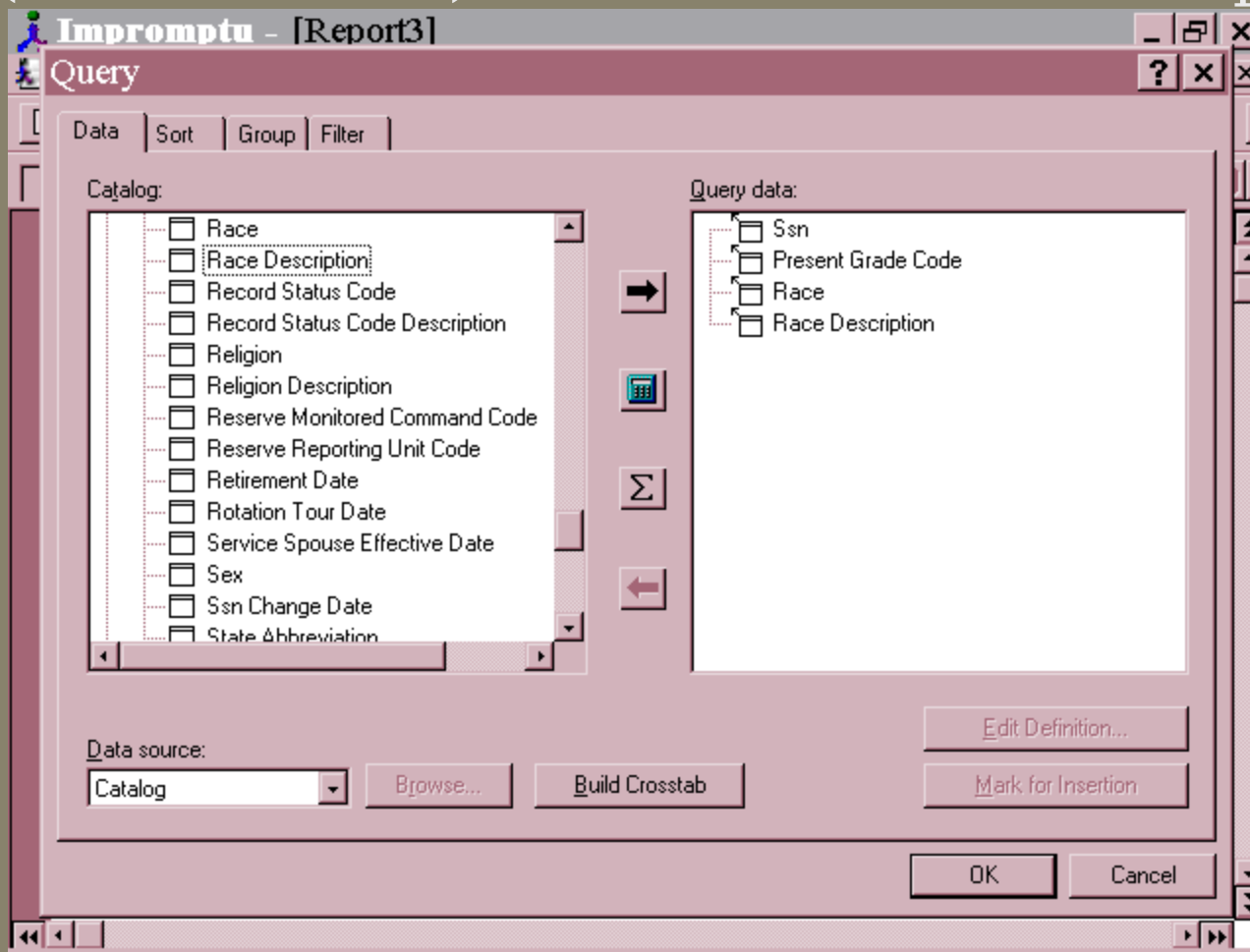
SIMPLE LIST is already high-lighted, click on OK



The Query is the same as with a LIST REPORT, in the query you list the fields that you want displayed on the



Because all you want is numbers in a Cross-Tab, you don't need name fields, you always want what to count by SSN. Click on the list the other fields that you want to appear across the top (columns area) and the left side of the page (row area).



*In Cross-tabs there is no need to SORT or GROUP. Click on the Filter*

Inside the filter, state what you want the report to provide. Refer to the SIMPLE LIST REPORT Handout if necessary.

The screenshot shows the 'Impromptu - [Report3]' window with the 'Query' tab selected. The 'Filter' sub-tab is active. On the left, under 'Available components:', there is a list with three items: a yellow square icon followed by '+', a yellow square icon followed by 'or', and a yellow square icon followed by 'and'. A right-pointing arrow button is located between this list and the 'Filter definition:' text box. The 'Filter definition:' text box contains the text: 'Present Reporting Unit Code = '00036' and Record Status Code <> 'E''. Below this text box are three buttons: 'And', 'Or', and 'Clear'. Under the 'Filter options' section, there is a 'Filter type:' label followed by a dropdown menu currently set to 'Detail'. To the right of the dropdown is a checkbox labeled 'Suspend the filter'. Below this is another checkbox labeled 'Eliminate duplicate rows'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. A 'Tips:' section at the bottom right contains the text: 'Use the available components to define or add to an expression.'

Impromptu - [Report3]

Query

Data | Sort | Group | Filter

Available components:

- +  
or  
and

Filter definition:

Present Reporting Unit Code = '00036' and Record Status Code <> 'E'

And Or Clear

Filter options

Filter type:

Detail

☐ Suspend the filter

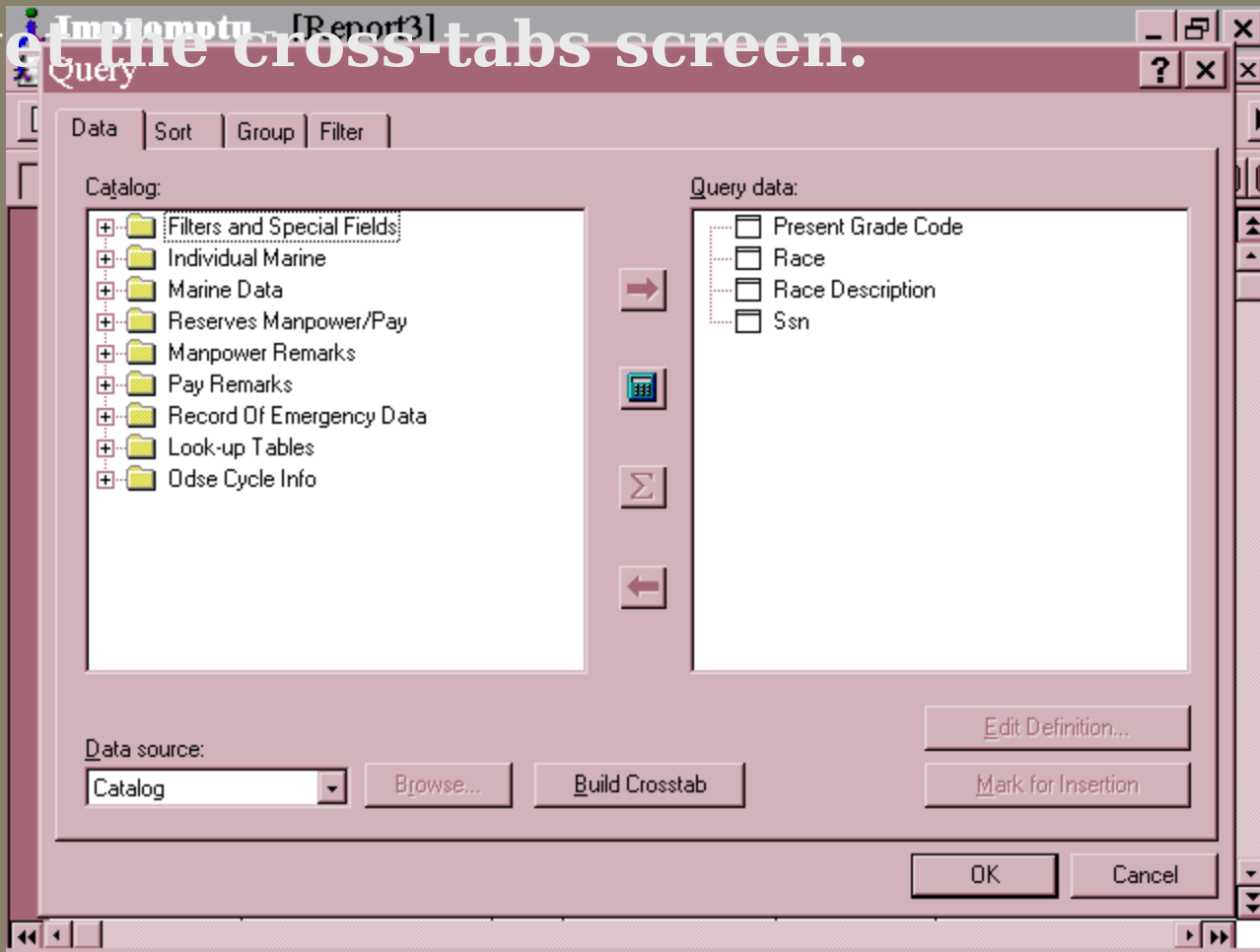
☐ Eliminate duplicate rows

Tips:

Use the available components to define or add to an expression.

OK Cancel

Once you are satisfied with the information you are requesting in the query of this report return to the Data tab and click on the build Cross- tabs button. **Sometimes it will take a few minutes to get the cross-tabs screen.**





When you get the cross-tabs screen, the data may have to be arranged in the way that you would like it to appear on your report. **ALWAYS HAVE "Count SSN" IN THE CELL COLUMN.**

Import Data (Report)

Query

Crosstab | Sort | Filter

Available Columns:

- Filters and Special Fields
- Individual Marine
- Marine Data
- Reserves Manpower/Pa
- Manpower Remarks
- Pay Remarks
- Record Of Emergency D
- Look-up Tables
- Odse Cycle Info

Data source: Catalog

Rows:

- ☐ Race
- ☐ Race Description

Columns:

- ☐ Ssn

Cells:

- ☐ Present Grade Code

Σ

Summarize

Σ

Build List Report Remove Edit... Advanced...

OK Cancel

that, Count the SSN. This is done by clicking and dragging of the SSN field into the cell area of the cross-tab screen.

*Once you have the*

It should look like this. Notice the Count SSN vice

**Impromptu - [Report3]**

**Query**

Crosstab | Sort | Filter

**Available Columns:**

- ☐ Filters and Special Fields
- ☐ Individual Marine
- ☐ Marine Data
- ☐ Reserves Manpower/Pa
- ☐ Manpower Remarks
- ☐ Pay Remarks
- ☐ Record Of Emergency D
- ☐ Look-up Tables
- ☐ Odse Cycle Info

**Columns:**

- ☐ Present Grade Code

**Rows:**

- ☐ Race
- ☐ Race Description

**Cells:**

- ☒ Count Ssn

**Data source:**

Catalog

**Buttons:**

- Summarize
- Build List Report
- Remove
- Edit...
- Advanced...
- OK
- Cancel

Now that you have your report, edit the headers and give it a title.

[illegible]

**Impromptu - [Report3]**

File Edit View Insert Format Report Catalog Tools Window Help

Undo

**00036 Cross-tabs Rpt of Race/Grade**

Rc	Dscrptn	E1	E2	E3	E4	E5	E6	E7	E8	E9	O1	O2	O2E	O3	O4	O5	O6	W2
		1			1				1						1			
C	WHITE	1		5	22	12	8	7	8	1	1	1			3	6	2	13
M	YELLOW				2													
N	BLACK		1	5	7	1	3	2	2				1	1	1			1
R	RED						1											
X	OTHER		1		6	1	2								1			

Now save your report.

